

BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: January 21, 2004

Division: Management Services

Bulk Item: Yes ☐ No ☒ XX

Department: Technical Services

AGENDA ITEM WORDING: Approval to remove 11 computers and one monitor from County inventory records.

ITEM BACKGROUND: The Social Services Department had 11 computers and one monitor that were obsolete to the Social Services Department because their computers were upgraded. They were transferred to Technical Services for "approval to remove from inventory and dispose of" equipment. This removal request had the approval of the Division Director. The equipment was disposed of prior to securing Board of County Commissioners approval. This is a violation of County Policy. Computers had no residual value to Monroe County and did not have sufficient capacity to run current programs and systems.

PREVIOUS RELEVANT BOCC ACTION: N/A

CONTRACT/AGREEMENT CHANGES : N/A

STAFF RECOMMENDATION: Approval.

TOTAL COST: None

BUDGETED: Yes ☐ No ☐

COST TO COUNTY: None

REVENUE PRODUCING: Yes ☐ No ☐

AMOUNT PER MONTH _____
YEAR _____

APPROVED BY: COUNTY ATTY ☐ OMB/PURCHASING ☐ RISK MANAGEMENT ☐

DIVISION DIRECTOR APPROVAL: Sheila A. Barker

DIVISION DIRECTOR NAME: Sheila A. Barker

DOCUMENTATION: INCLUDED: XX TO FOLLOW: ☐ NOT REQUIRED: ☐

DISPOSITION:

AGENDA ITEM #: 61

12-2-03 *Held until Audit Out*


MONROE COUNTY

Clerk of the Circuit Court

Divina D. Speer, Property Clerk
Phone: (305) 292-3457
FAX: (305) 295-3660

Memorandum

*To: Sheila Barker, Director
Management Services*

From: Divina D. Speer, Deputy Clerk 

Date: November 13, 2003

Subject: Inventory Deletion Request

Attached are 2 pages of inventory deletion request that I received from Technical Services on August 18, 2003. Listed in this request are the computers that Social Services transferred to Technical Services that were sent to the dumpster. This inventory request was put on hold because of the audit of Todd Erickson. Please call Danny L Kolhage for further instruction on how to handle this deletion to be presented to the Board.

Thank you.

MONROE COUNTY

"COMPUTER RELATED EQUIPMENT"

INVENTORY DELETION REQUEST

TO: Dianna Speer

FROM: Todd Erickson
Director of Technical Services

PROPERTY CLERK, FINANCE DEPT.

DATE: 8-13-03

RECEIVED AUG 19 2003

M.C. LD. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
1809-031(M)	CKF16	PC DELL	12/23/97	OR - 2387.00 PR - 119.35
1801-150	4ZBFA	Computer - Dell	09/29/99	OR - 1117.00 PR - 446.80
1801-149	4ZBHA	Computer Dell	09/29/99	OR - 1117.00 PR - 446.80
1801-148	4ZBHU	Computer Dell	09/29/99	OR - 1117.00 PR - 446.80
1807-100	B2224	Computer Dell	08/28/97	OR - 1891.00 PR - 0.00
1807-099	B2224	Computer Dell	08/28/97	OR - 1891.00 PR - 0.00
1812-001	60PQ1	Computer Dell	06/19/96	OR - 2420.00 PR - 0.00
1801-117	34M06	Computer Dell	09/30/94	OP - 1936.00 PR - 0.00

CHECK APPROPRIATE LINE BELOW:

☒ APPROVAL TO REMOVE FROM INVENTORY AND ADVERTISE FOR BIDS.
☐ APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
☐ APPROVAL TO ACCEPT HIGHEST BIDS ON SURPLUS PROPERTY.

REASON FOR REQUEST:

Out dated / old

PREPARED BY: _____ DATE: _____

DIVISION DIRECTOR APPROVAL: Sheila A. Barker
 PRINT NAME: Sheila A. Barker

TECHNICAL SERVICES APPROVAL: Todd Erickson
 PRINT NAME: Todd Erickson

MONROE COUNTY

"COMPUTER RELATED EQUIPMENT"

INVENTORY DELETION REQUEST

TO: Shirina Speer

PROPERTY CLERK, FINANCE DEPT.

FROM: Todd Erickson
Director of Technical Services

DATE: 8-13-03

RECEIVED 8/13/2003

M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
1805-111	7071039	monitor		
1801-143	BHVKZ	Computer Dell	09/30/97	OR - 2130.00 PR - 0.00
1807-103	BFASP	Computer Dell	9/30/97	OR - 1802.00 PR - 0.00
1807-121	CUFML	Computer Dell	11/2/00	1632.00 0

CHECK APPROPRIATE LINE BELOW:

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☐ APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
☐ APPROVAL TO ACCEPT HIGHEST BIDS ON SURPLUS PROPERTY.

REASON FOR REQUEST:

Out dated / old

PREPARED BY: _____ DATE: _____

DIVISION DIRECTOR APPROVAL: Sheila A. Barker
 PRINT NAME: Sheila A. Barker

TECHNICAL SERVICES APPROVAL: Todd Erickson
 PRINT NAME: Todd Erickson